

JOB DESCRIPTION

Our Lady of the Hills Family of Parishes St. Mary Catholic Church, Hillsboro

Position Title: Director of Music

Status: Part-time, Exempt, 12 months

Reports to: Vicar for Worship

PRIMARY FUNCTION OF THIS POSITION

The Director of Music fosters the active participation of the assembly in singing; coordinates the preparation of music to be sung at various celebrations; and promotes the ministries of choirs, psalmists, cantors, organists, and all who play instruments that serve the liturgy.

MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Provides service by playing for the regular parish liturgical celebrations including weddings, confirmation, and funerals.
 - a. Weekend Masses: 5:00 pm Saturday, 8:30 am and 11 am Sunday.
 - b. Solemnities and Holy Day Masses as scheduled.
2. Trains, directs, and supervises choirs, instrumental ensembles and cantor program.
 - a. St. Mary adult choir rehearsals are currently on Tuesday from 7:30 to 9 pm.
 - i. Should schedule a Sunday morning warm-up
 - ii. The choir sings for 11 am Mass weekly, during Holy Week, on Christmas, Confirmation, and other special occasions.
 - b. Form a St Mary children's choir.
 - c. Form an Our Lady of the Hills choir for join family of parishes liturgies
3. Provides liturgical updates and education for the parish.
 - a. Introduces new music and encourages congregational participation.
 - b. Communicates through the parish bulletin and email newsletters.
 - c. Actively participates in parish organizations including leadership/pastoral staff, and the Liturgy Team.
 - d. Prepares worship aids as needed for special occasions
 - e. Works with and advises sacristans concerning upcoming feasts and reading changes.
 - f. Maintains schedule and training of lay ministers (i.e. readers, extraordinary ministers, and altar servers)
4. Maintains and develops personal and professional skills.
 - a. Attends in-service training opportunities.
 - b. Sharpens skills through personal practice.
 - c. Cooperates with the liturgical music projects of the Deanery and or Archdiocese when feasible.
5. Works with the Business Office on liturgical music budget.
 - a. Oversees and schedules all work done on the church organ and piano (including regular maintenance, repairs and upgrades.)

- b. Administration of annual budget, including purchase of music and musical instruments, paying copyright fees and securing permissions.
- 6. Collaborates with the choirs and musicians of the family of parishes, providing resources and support when needed.

POSITION SPECIFICATIONS/REQUIREMENTS

1. Skills, Knowledge and/or Abilities

- a. Must have a high degree of proficiency in the use of an organ and/or piano as attested to by formal credentials and an audition (organ preferred).
- b. Should have a working knowledge of other instruments which might be used in liturgical music.
- c. Must have skill as an effective choral conductor demonstrated by formal credentials and/or an audition.
- d. Must have knowledge and appreciation of the Church's liturgical tradition as well as current practice.
- e. Must have the ability and desire to lead and sustain a program of quality congregational singing.
- f. Must have a good knowledge of quality repertoire available for liturgical music programs for adult and children's choirs, organ, and congregation.
- g. Familiar with general office software.
- h. Communication skills (written and oral).
- i. Willing to collaborate with members of the St. Mary community and members of Our Lady of the Hills Family of Parishes.

2. Education, Training and/or Experience

- a. The qualifying degrees or credentials for professional status for this position can be met in a variety of ways, including:
 - i. Doctoral Level: A Doctoral Degree in music performance or music education, or Fellows/Certificate (FAGO) in the American Guild of Organists.
 - ii. Master's Level: A master's degree in music performance or music education, or Associate's/Certificate (AAGO) in the American Guild of Organists.
 - iii. Bachelor's Level: A bachelor's degree or Bachelor of Music Degree in music performance or music education, or Colleague's Certificate (CAGO) and the Choir Master's Certificate (CMAGO) in the American Guild of Organists.
 - iv. Private Study Level: The Archdiocese Organ Proficiency Exam, or the Service Playing Certificate in the American Guild of Organists.
- b. Experience in parish liturgical music programs preferred.
- c. Must pass a background, criminal, and reference check. All employees of St. Mary/Our Lady of the Hills must be SafeParish trained and be current on their quarterly bulletins.

3. Working Environment

- a. Regular weekend and evening work hours required. Along with the regular parish liturgical schedule, musicians may be required to work additional services during Holy Week, sacramental celebrations, weddings, and funerals.

b. Employees of St. Mary Catholic Church/Our Lady of the Hills Family of Parishes will have knowledge of the Catholic faith, a willingness to work for Catholic, faith-based agency and adhere to the policies of St. Mary Catholic Church/Our Lady of the Hills Family of Parishes.

c. Employees will not publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. The requirement includes any public speech, demonstration, or writing including the use of social media or other digital technologies.

PLEASE SEND A COVER LETTER AND RESUME TO:

Fr. Scott Morgan

Pastor

Our Lady of the Hills Family of Parishes

smorgan@catholicaoc.org